ATTACHMENT A

SCOPE OF DUTIES STATEMENT

NETWORK ADMINISTRATOR   **(EL PASO CONTRACT POSITION)**

Summary

Under direction, plan, develop, supervise and control computer networks and other data communication devices of a large and complex municipal department and provide the administration and technical support of application and network software.

Typical Duties

Manage the Local Area Network (LAN) and Wide Area Network (WAN). Involves: planning, designing and developing specifications and standards for existing and proposed desktop and LAN/WAN communication services; ensuring that communications access, security, printing services, operating systems, electronic mail, desktop applications and others function properly and adhere to established standards.

Assist users and maintain the LAN/WAN. Involves: providing technical support for communications equipment, network server systems and related software; scheduling preventive and emergency maintenance for the network with minimal disruption to users when maintaining, troubleshooting, installing and servicing the LAN/WAN; maintaining network inventories and network backup procedures.

Perform network system functions. Involves: adding users; defining, establishing and enforcing security access to data; identifying device access paths and availability; configuring network hardware; customizing applications to ensure proper functioning in a network environment.

Monitor network performance. Involves: measuring computer, server and network resource performance and availability; using system software analysis programs and preparing reports of the analysis; analyzing traffic flow and volume on the networks; and adjusting network parameters to improve performance, minimize transmission errors and data collisions, and optimize user response times.

Perform supervisory and administrative work. Involves: supervising, training and evaluating assigned personnel; enforcing established rules and regulations, standards of conduct, work attendance and safe working practices and procedures; maintaining an inventory and accounting of the network equipment, configuration control, supplies and software; ensuring efficient use and allocation of network resources; monitoring, compiling and analyzing network expenses and providing regular written reports of network costs, performance and operations; work in concert with the database administrator to ensure optimum performance of the network and database applications.

Perform related network administration duties as required.

Minimum Qualifications
Education and Experience: Equivalent to a combination of an accredited Bachelor's Degree in Business Administration, Computer Science, Mathematics, Management Information Systems, or related field, plus four (4) years of local and wide area network technology experience in information systems departments including at least two (2) years as a technical systems specialist with networks and on-line data communications.